



TEST ENROLLMENTS (INDIVIDUAL)



PRIOR TO ENROLLING IN ANY S.A.F.E. NATIONAL OR STATE TEST COMPONENT, YOU WILL NEED THE FOLLOWING:

- **A NMLS account**
- **Your individual NMLS ID**

Prior to scheduling an appointment to take a S.A.F.E. national or state test component at a test center, an enrollment must be requested and paid for in NMLS.

HOW TO OBTAIN THE NMLS INDIVIDUAL ID:


For Individuals without an existing NMLS account, follow these steps to create your account and ID:

1. Open the [NMLS Resource Center](#) website.
2. Select the “**Log into NMLS**” button in the top right corner.
3. Select the “**Create an individual account**” link.
4. Retype the security letters & numbers shown on the screen in the space provided and click “**Next**”.
5. Complete the information on the *Create Individual User Account* page.
6. Click the “**Finish**” button to confirm.
7. A confirmation message containing your **User Name** and **Individual (User) ID** will be displayed.

For Individuals with an existing NMLS account, follow these steps to view your ID:

1. Open the [NMLS Resource Center](#) website.
2. Select the “**Log into NMLS**” button in the top right corner.
3. Log into NMLS.
4. Select the “**Composite View**” tab.
5. Select the “**View Individual**” link at the top of the page.
6. Your **Individual ID** will be displayed.

HOW TO ENROLL FOR A TEST COMPONENT

1. Open the [NMLS Resource Center](#) website.
2. Select the “**Log into NMLS**” button in the top right corner.
3. Log into NMLS.
4. From the *Welcome* screen, select the  tab.
5. Under the *Professional Requirements* tab, select the [Testing](#) sub-menu option.
6. On the left navigation panel, click *Test Enrollments*.
7. Select the jurisdiction(s) in which you must comply with the testing requirements and click **Next**.

Note: If you wish to enroll in the National Test only and your jurisdiction does not appear, select any jurisdiction.

8. Select the test(s) for which you wish to enroll or use the **Select All** or **Unselect All** options and click **Add to Cart**.
9. Click **Proceed to Invoice** for a complete breakdown of the fees.
10. Click **Pay Invoice** to continue to the payment screens and remit payment.

Instructions for scheduling tests will be provided in the notification e-mail(s). For more information see the [MLO Testing Handbook](#) and [Test Content Outlines](#).

For further assistance, please contact the NMLS Call Center at 240-386-4444.